

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

No. Pen-38/2012 10327 (255) /F, \*\*\*

Bhubaneswar, dated 21.3.2012

From

Shri K.C.Mishra,  
Joint Secretary to Govt.

To

The Principal Secretaries /Commissioner-cum- Secretaries /  
Secretaries / Special Secretaries to Govt. All Departments.  
All Heads of Departments  
All Collectors.

Sub: **Operational procedure for New Pension Scheme (NPS) contributions in respect of State Government employees on Deputation to various organizations or not drawing their salaries through Treasuries.**

Madam/Sir,

The operational procedures in respect of State Government employees who joined service on or after 01.01.2005 and who are working in pensionable establishments have been laid down earlier.

Government of Odisha, after careful consideration, have now been pleased to prescribe the following operational procedure in respect of State Government employees joining on or after 01.01.2005 who are on deputation to various organizations or not drawing their salaries through Treasuries.

**1. Operational procedure for employees working in pensionable establishment and covered under NPS who are on deputation to various other organizations.**

**(a) Procedure of Registration and PRAN number allotment:**

The regular Government employees who have joined and working under pensionable establishments of State Government on or after 1.01.2005, and covered under NPS and who are on deputation to various organizations are required to submit their subscriber application form in Annexure S1(form can be down loaded from NSDL website <https://cra-nsdl.com>) to their Cadre Controlling Authorities. The D.D.O of the Cadre Controlling Authority of the employee will verify and submit the application form to the respective District/Special/Sub-Treasuries, using their D.D.O registration number and along with the forwarding letter provided in Annexure S5 (form can be down loaded from NSDL website <https://cra-nsdl.com>). The District/Special Treasuries who are registered with the Central Recordkeeping Agency (CRA) as D.T.O will transmit those forms after verification and necessary authentication at their level along with the Annexure form in S6 (form can be down loaded from NSDL website <https://cra-nsdl.com>) to the NPS cell of the Directorate of Treasuries and Inspection, Odisha, Bhubaneswar.

The NPS cell of the Directorate of Treasuries and Inspection, Odisha, Bhubaneswar will forward the subscribers application forms received through the Treasuries to the facilitation centre of the Central Recordkeeping Agency (CRA), National Securities Depository Limited (NSDL) for generation of the PRAN number.

PRAN number would be generated and made available to the subscriber usually within one month of receipt of the application. In case of any delay or rejection due to want of some information or otherwise the information will also be transmitted to the applicant.

**(b) Procedure for contribution uploading:**

The monthly contribution towards the New Pension Scheme has been prescribed @ 10% of Pay + GP + D.A. This contribution will be deducted from the salary of the employees to be paid by the D.D.O of the organization to which the employees are under deputation. This should be matched with the mandatory matching contribution to be drawn by the D.D.O of the organization.

After deduction of the contribution from the subscriber and contribution of equal amount (matching contribution), the concerned D.D.O of the organization shall prepare a Bank Draft by clubbing up both the amount in favour of NPS Trust Fund, Bank of India (A/c No. 555010110004037, 129 Ashok Nagar, Unit-II, Janpath, Bhubaneswar-751009 IFS Code No. BKID0005550) and filling up the NPS Annexure I, II, III, IV (which can be collected from the nearest Treasury and downloaded from the Orissa Treasury Portal). The Bank Draft along with the required information should be submitted to the NPS cell of the Directorate of Treasuries and Inspection, Odisha, Bhubaneswar.

After getting the draft along with the Annexures, the NPS cell of the Directorate of Treasuries and Inspection, Odisha, Bhubaneswar shall upload the subscription amount to the NPSCAN system by following the prescribed procedure and render an acknowledgement to the D.D.O's agent/subscriber. The Bank Draft so received along with the SCF generated by the NPS cell will be sent to the Trustee Bank either on the same day or next day at T+1 basis at the maximum.

**2. Operational procedure for employees working in pensionable establishment and covered under NPS whose salaries is not drawn through Treasuries.**

**(a) Procedure of Registration and PRAN number allotment:**

(i) State Govt. employees covered under NPS whose salaries are not drawn through Treasuries will be treated in the following manner. This includes Govt. employees coming under regular pensionable establishment joining on or after 01.01.2005 of Engineering Establishment, Forest Establishment and District Rural Development Agency (DRDA).

(ii) The subscribers have to submit the applications to their office. The D.D.O shall use the registration number issued by the Central Recordkeeping Agency (CRA), National Securities Depository Limited (NSDL) for filling of the forms in Annexure S1 (form can be down loaded from NSDL website <https://cra-nsdl.com>) and forwarded to their respective Treasury along with the forwarding letter in Annexure S5 (form can be down loaded from NSDL website <https://cra-nsdl.com>). The respective District/Special Treasuries after initial scrutiny of the forms received from the office of the aforesaid D.D.Os, will forward the same to the NPS cell of the Directorate of Treasuries and Inspection. In case, the D.D.O is linked to the Sub-Treasury, the Sub-Treasury will submit the form to the respective District Treasury who shall submit the forms to the NPS cell of DTI.

(iii) The NPS cell of the Directorate of Treasuries and Inspection, Odisha, Bhubaneswar will forward the subscribers application forms received through the Treasuries to the facilitation centre of the Central Recordkeeping Agency (CRA), National Securities Depository Limited (NSDL) for generation of the PRAN number.

PRAN number would be generated and made available to the subscriber usually within one month of its application. In case of any delay or rejection of the application due to want of some information or otherwise, an intimation specifying the same will be transmitted to the applicant.

**(b) Procedure for contribution uploading:**

(i) The monthly contribution towards the New Pension Scheme has been prescribed @ 10% of Pay + GP + D.A. This contribution will be deducted from the salary of the employees to be paid by the D.D.O of the Government establishment to which the employees belong. This should be matched with the mandatory matching contribution to be drawn by the D.D.O of the establishment.

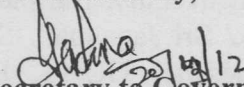
(ii) After deduction of the NPS from the subscriber and contribution of equal amount by the employer (matching contribution), the D.D.Os of the concerned Government establishments shall prepare the Bank Draft clubbing up both the amount in favour of NPS Trust Fund, Bank of India (A/c No. 555010110004037, 129 Ashok Nagar, Unit – II, Janpath, Bhubaneswar-751009 IFS Code No. BKID0005550) and fill up the NPS Annexure I, II, III, IV (which can be collected from the nearest Treasury and downloaded from the Orissa Treasury Portal). The Bank Draft along with the required information should be submitted to the NPS cell of the Directorate of Treasuries and Inspection, Odisha, Bhubaneswar.

(iii) After getting the draft along with the Annexures, the NPS cell of the Directorate of Treasuries and Inspection, Odisha, Bhubaneswar shall upload the subscription amount to the NPSCAN system following the prescribed procedure and render an acknowledgement to the D.D.O's agent/subscriber. The Bank Draft so received along with the SCF generated by the NPS cell will be sent to the Trustee Bank either on the same day or next day at T+1 basis at the maximum.

**(3) Methods to be carried out for the employees other than the above mentioned categories of employees, who are not drawing salaries though the Treasury System.**

Employees other than the Engineering Establishment, Forest Establishment and District Rural Development Agency (DRDA), who are coming under New Pension System shall directly contact and communicate with CRA, NSDL, Mumbai for registration of DDOs and employees, their contribution upload and other related activities. They can visit following address: <https://cra-nsdl.com> of NSDL, Mumbai for this purpose.


Yours faithfully,

  
Joint Secretary to Government



Memo No. 10328<sup>(10)</sup> /F Dated 21.3.2012


Copy forwarded to the Secretary to Governor, Orissa/Secretary to Chief Minister, Orissa/ P.S. to Minister, Finance, Orissa/ Secretary to Orissa Legislative Assembly, Bhubaneswar/All Revenue Divisional Commissioners/Secretary to O.P.S.C, Cuttack/Accountant General(A&E), Orissa, Bhubaneswar/Accountant General (Audit), Orissa, Bhubaneswar for information and necessary action.

  
21.3.12

Deputy Secretary to Government

Memo No. 10329<sup>(2)</sup> /F Dated 21.3.2012


Copy forwarded to Directorate of Treasuries & Inspection, Odisha, Bhubaneswar/ Controller of Accounts, Odisha, Bhubaneswar for information and necessary action.

  
21.3.12

Deputy Secretary to Government

Memo No. 10330<sup>(284)</sup> /F Dated 21.3.2012


Copy forwarded All District and Session Judges/All F.As and A.F.As/All Sub-Collectors/ All Treasury, Special Treasury and Sub-Treasury Officers/Director General, Gopabandhu Academy of Administration, Chandrasekharpur, Bhubaneswar/ Director, Madhusudan Das Regional Academy of Financial Management, Chandrasekharpur, Bhubaneswar /Principal, Secretariat Training Institute, Bhubaneswar for information and necessary action.

  
21.3.12

Deputy Secretary to Government

Memo No. 10331<sup>(107)</sup> /F Dated 21.3.2012


Copy forwarded to all Officers and all Branches of Finance Department/Deputy Examiner, Local Fund Audit, Finance Department/ Efficiency Audit Organization, Finance Department for information.

  
21.3.12

Deputy Secretary to Government

Memo No. 10332<sup>(15)</sup> /F Dated 21.3.2012

Copy forwarded to the Vice-Chancellor/ Secretary, Utkal University, Bhubaneswar/ Jyotivihar University, Sambalpur/ Bhajavihar University, Berhampur/ North University, Baripada/ Fakir Mohan University, Balasore/ Revenshaw University, Cuttack/ Sri Jagannath Sanskrit Vishwa Vidyalay, Puri/ Utkal University of Culture, Bhubaneswar/ OUAT, Bhubaneswar/ BPUT, Rourkela/V.S.S. University of Tech., Burla/ National Law University, Cuttack/ State Council of Vocational Education, Cuttack/ Council of Higher Secondary Education, Bhubaneswar/ Board of Secondary Education, Cuttack for information and necessary action. This supersedes the FD letter No. 25279 (15)/F., dt. 02.06.2011.


  
21.3.12

Deputy Secretary to Government

Memo No. 10333 /F Dated 21.3.2012

Copy forwarded to the Principal System Analyst and Portal Head, C.C.F, Secretariat for information and necessary action.

He/She is requested to upload the circular in the Website ([www.orissagov.ocac.in/finance/index.htm](http://www.orissagov.ocac.in/finance/index.htm)) of Finance Department for general information.

  
21.3.12

Deputy Secretary to Government